

Dear (Parents or insert name),

My name is <insert> and I am the Child Safety Officer at <insert club/regional association>.

As we commence another season of croquet, I want you to know we are committed to providing a safe physical and online environment for **all** children and young people, including those more vulnerable than others. Having endorsed and adopted Croquet Victoria's Child Safe Framework, we are committed to protecting children and young people from any form of child abuse, grooming, sexual misconduct or other forms of inappropriate behaviour.

Children are the future of our sport, and they have the right to feel safe, have a voice in decisions affecting them and feel empowered to speak up if they feel uncomfortable.

We ensure volunteers have appropriate background checks and require people who interact with children to undertake training to understand their role in creating a child safe environment.

Everyone involved at our club, including coaches, umpires, team managers, captains, junior coordinators, committee members, parents/guardians must always act in accordance with Croquet Victoria's Code of Conduct when interacting with children and young people, by:

- Ensuring children feel safe, supported, included and encouraged;
- Never engaging in sexual misconduct or inappropriate physical contact;
- Providing positive guidance and acting within the scope of their role;
- Never using language that is harmful, discriminatory, racist, sexist, homophobic, biphobic or transphobic;
- Avoiding one-to-one unsupervised situations, including avoiding transporting children without explicit parent/guardian and club consent;
- Restricting communication with children and young people to issues directly related to the club and never communicating online with children without including you as the parent/guardian;
- Never supplying children with alcohol or drugs; and
- Always obtaining parent/guardian consent for photographs, footage or livestreaming involving children.

If at any point in time you wish to discuss something or raise a concern, contact me on <insert details> or <insert additional Child safety Officer/MPIO/Club President>. Concerns can also be raised with our local child protection services. All matters raised will be treated sensitively and will remain confidential.

Further information is available in our Child Safeguarding Policy, Child Safe Code of Conduct and Child Safe Parents and Guardians Guide. (Attach to email or hyperlink so people can access these documents via your club website or Croquet Victoria's page)

Yours sincerely,

<your name>